

CHILD ABDUCTION FIRST RESPONDING OFFICER CHECKLIST

Initial Investigation

- Interview parent(s)/guardian(s)/person who made the initial report.
- Verify Child is Missing
- Missing Child's name/Biographical info/Monikers/Nicknames
- Description of Child / Photo
- Identify the Circumstances-Type of disappearance
- Perform a thorough and detailed search of the child's residence.
- Interview the individuals who last had contact with the child.
- Determine when, where, and by whom the missing child was last seen.
- Make an initial assessment, based on the available information, of the type of incident whether nonfamily abduction; family abduction; runaway; or lost, injured, otherwise missing, or a child with special needs. Children on the autism spectrum are at high risk. Immediately call for additional responders, search nearby bodies of water, and notify a supervisor
- **WITHOUT DELAY BROADCAST SUPPLEMENTAL INFORMATION TO: All police communication channels, other patrol officers, other law enforcement agencies, and consider AMBER ALERT.**
- **Enter information into (MUPS/NCIC).**
- **PIO, Press release, County Alert System, Social Media blast, Media Relationships**

Investigation

- Establish and secure the crime scene
- **Additional personnel and supervision**
- Obtain a detailed description of the missing child, abductor, and any vehicles used.
- Obtain photos and videos of the missing child (and the abductor if known). Be sure to ask about photos on cell phones/mobile devices.
- **Evaluate whether the circumstances meet**
- **AMBER Alert criteria and/or other immediate**
- **community notification protocol if not already**
- **activated. Discuss plan activation with supervisor.**
- Determine the need for external, rapid deployment support, such as:
- FBI's Child Abduction Rapid Deployment (CARD) team`
- Local or regional Child Abduction Response Teams (CARTs)
- NCMEC's Team Adam
- **Ensure information regarding the missing child is entered into the National Crime Information Center's (NCIC) Missing Person File as soon as confirmed, and no more than two hours after receipt of the report.**
- Also ensure confirmed information about the abductor is entered into the NCIC's Wanted Persons File.
- Relay detailed descriptive information to communications unit for broadcast updates.

Investigation (continued)

- Determine need for additional personnel including investigative and supervisory staff.
- Brief and update all additional responding personnel.
- Obtain and note consent to search home or building where incident took place even if the premises have been previously searched by family members or others.
- Conduct an immediate, thorough search of the missing child's home even if the child was reported missing from a different location.
- Inquire if the child has access to the internet and evaluate its potential role. Do not overlook activity on social media accounts or other online apps and platforms.



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Contacts and Resources

DOJ Missing & Unidentified Persons Unit (916) 227-3290

DOJ Missing Children Hotline (800) 222-FIND (3463)

California Highway Patrol or .. nearest CHP Communications Center (800) TELL-CHP (835-5247)

AMBER Alert (ENTAC) (916) 843-4199

FBI

Los Angeles (310) 477-6565
Sacramento (916) 481-9110
San Diego (858) 565-1255
San Francisco (415) 553-7400

National Center for Missing & Exploited Children (800) 843-5678

Missing Children Organizations:

District Attorney's Child Abduction Unit

Victim Information

- Is within at-risk age group
- Knows own address and telephone number
- Knows how to call 911
- No or limited English-speaking ability
- What language does the child speak
- Immediate Health Concerns
- Requires Medication (Time sensitive)
- Developmentally delayed
- Autistic children may be drawn to water
- Physical Disability
- Is Child drug dependent
- Physical, emotional, sexual abuse victim
- Smart/Cellphone-Social Media Accounts

Cultural Considerations

- Potential unwilling victim of "Marriage Abduction"
- Victim seen as rightful property of abducting subject(s)
- Cultural Marriage relationship
- Parents and/or primary care provider members of a religious cult, militia, or other extremist group.

Abductor-Suspect Information

- Local/State criminal history
- Registered sex offender
- History of reported/unreported violent acts including Domestic violence
- Prior threats to abduct child(ren)
- Mental Illness
- Unreported threats to self-harm/suicide
- Former victim of crime (Violent/Sexual)
- Substance abuse
- Recently terminated/quit employment
- Custody battle/recent divorce or separation
- Has ties/affiliations to family/friends out of state/country
- Potential of International Abduction
- Has current passport
- Signs of pre-abduction plans to leave state/U.S.

Sponsored by

The California Child Abduction Task Force and the California Governor's Office of Emergency Services (Cal OES)

This checklist is a suggested guide but is not all-inclusive.

Local jurisdictions may have protocols with varying requirements.

April 2022